

## Working from Home

Often we find that working from home is either the best way or only way to get things done.

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### Ideas

Here are a few suggestions to consider to receive maximum benefit from working from home.

1. **Get in a routine.** When we work from the office, unknowingly, our minds have built-in triggers that take us from “home” to “work” mode. These events happen as we get ready to go to the office, usually automatically.

Working from home is different. Our minds aren't yet trained to switch to work mode. Create an event or events that alert your inner self that it's time to work. If you have a separate room for working from home, close the door. Eliminate as many distractions as possible. If you have others in the house, make your working hours known.

2. **Make a List.** Write down (not just in your head) everything you want to accomplish for the morning, afternoon, the entire day, or week. Some prefer a chronological list, while others prefer a list a prioritized one. Check off items as you complete them. Celebrate wins (no matter how small they might be).
3. **Stay on schedule.** Just because you are working from home doesn't mean your regular schedule only is for the office. Stick to your calendar and obligations.
4. **Working from home doesn't mean being alone.** Just because you are home shouldn't keep you from collaborating with your clients and colleagues. Stay in touch through calls, instant messaging, texts, and virtual meetings.
5. **It's healthy to take a quick walk.** Even better if you have someone to share it with.

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